

## **JOB DESCRIPTION**

### **CAREER SERVICES AND OUTREACH COORDINATOR – ALUMNI RELATIONS & EXECUTIVE EDUCATION**

JOB DETAILS			
Position Title:	Career Services and Outreach Coordinator– Alumni Relations & Executive Education	Grade	
Department/Division:	Career Services and Outreach		
Reports to:	Director – Career Services and Outreach		
Supervises:	None		
Last Updated on:	February 18, 2026		

#### **Job Purpose**

To support and contribute to the delivery of Career Services & Outreach programs (Executive Education, Alumni programs) for RIT and ensure all student placements are delivered in accordance with RIT’s educational/program requirements.

#### **Main Duties and Responsibilities:**

- Develop and maintain alumni register and database, and collate results of successful/unsuccessful placements
- Review, analyze, identify, and recommend employment opportunities/placements for RIT alumni based on individual requirements and employer suitability
- Support the development and execution of all interventions and activities related to career services and outreach, including but not limited to career fairs, alumni events, employer talks, i.e., ‘Career days’.
- Assist in scheduling, coordination, and delivery of all student/alumni visits related to career services and outreach programs with prospective/external employers
- Track engagement maintains accurate records & contact information to ensure compliance with Institutional Effectiveness and ministry requirements.
- Prepares various alumni reports and provides general administrative support.
- Plan and execute Alumni events, organize gatherings, networking, and other events.
- Build relationships and rapport with diverse alumni groups, fostering a sense of belonging and community.
- Post social media content and updates to keep alumni connected and informed.
- Support the identification of new partnerships and collaborative opportunities with prospective employers to support the achievement of career services and outreach strategic objectives
- Execute policies, procedures, and frameworks for RIT’s executive education programs as per educational and operational requirements

- Assist in maintaining positive working relationships with employers/partners to support the delivery of career services and outreach programs
- Coordinate with clients, professors and instructors, and assist in creating and delivering customized training programs
- Attend/monitor programs and gather client feedback to continuously improve executive education offerings
- In coordination with finance, coordinate all client payments (receivables) as per RIT policies and procedures on time
- In coordination with HR, maintain up-to-date records of all instructors/professors and ensure all relevant documentation and/or information is recorded accurately
- Assist in developing management reports on the effectiveness of executive education programs
- Liaise across departments / functions to coordinate logistical and marketing requirements in preparation for all career services and outreach programs (i.e., Marketing, Faculty, HR, etc.).
- Ensure compliance with all relevant (internal and external) regulations, including QHSE requirements, using RIT policies and procedures as appropriate

### **Required Minimum Qualifications**

- Bachelor's degree from an Accredited University in Business Administration, Education, or related fields.
- Excellent command of English, Bilingual is preferred.
- Minimum 2 years of working experience in accredited higher education universities or a similar function.
- Excellent communication and interpersonal skills (verbal and written).
- Advanced organizational, planning, and multi-tasking skills.
- Ability to represent the University in a professional manner.

### **Application Procedure:**

Please email your application to [careersdubai@rit.edu](mailto:careersdubai@rit.edu) and include the following in your application:

- Subject line must include the source, your name and position you are applying for; (Name – Careers Services and Outreach Coordinator– Alumni Relations)
- Cover letter detailing your technical/professional, teaching, and scholarship qualifications and achievements
- Resume or curriculum vitae
- Contact information

Applications review will begin immediately and continue until a candidate is selected. Only shortlisted candidates will be contacted. For more information, please visit RIT Dubai website: [www.dubai.rit.edu](http://www.dubai.rit.edu).